

Rubrics

A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use Rubrics to explain their evaluations to students.

The Blackboard administrator at your school controls whether this tool is available. If this tool is not available, you can contact your administrator to discuss its status.

About Rubrics

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment. There is no limit to the number of Rubrics that can be created.

How to Create a Rubric

New rubrics default to three rows and three columns.

1. Access **Course Tools** and select **Rubrics**.
2. On the **Rubrics** page, click **Create Rubric**.
3. Type a **Name** for the Rubric. The name is the title text that identifies the rubric.
4. Optionally, type a description of the rubric to make it easier to associate it to relevant assignments.
5. [Edit the Rubric Grid](#).
6. Click **Submit**.

How to Edit the Rubric Grid

Edit the Rubric Grid so it corresponds to the type of feedback and scoring desired.

1. Click **Add Row** to add a new criterion at the bottom of the grid.
2. Click **Add Column** to add a new level of achievement to the grid.
3. Select a Rubric Type from the drop-down list:
 - **No Points** (feedback only)
 - **Points** (single point value for each Level of Achievement)
 - **Point Range** (range of values for each Level of Achievement)
 - **Percent** (flexible depending on each assessment's possible points)
4. Click **Edit** from the contextual menu of the labels identifying rows and columns to change their names.
5. Type a point or percentage value for each row.
6. Type a description defining the criteria and the associated Level of Achievement.
7. Click **Submit**.

There is a 1000 character limit for each cell. Rows and columns can be reordered by clicking the reordering icon.

Once a rubric has been used for grading, it cannot be edited. [Copy the rubric](#) instead to create a duplicate rubric that can be edited.

Options when using percent-based rubrics:

- Select the **Show Criteria Weight** box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria will be distributed equally.
- Use the **Balance Weights** button after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, percentages may be typed under each criteria.
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

How to Copy and Edit a Rubric

Copying a Rubric is helpful best practice if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the settings and simply re-name the Rubric. Copying should also be used to edit a rubric that has already been used for grading.

Rubrics can be duplicated by selecting the **Copy** option from the contextual menu. A copy will automatically be created with the name of the rubric in parentheses followed by the number one. For example, "Introductory Speech" will be copied to create "(Introductory Speech)(1)".

The Rubric name can then be edited to a new name by selecting **Edit** from the contextual menu. The Edit Rubric page will allow you to edit all the settings for the Rubric.

How to Associate a Rubric

Associated rubrics are visible under the grading and rubrics settings of [Assignments](#), [Essay](#), [File Response](#), and [Short Answer](#) Test questions, [Blogs and Journals](#), [Wikis](#), [Discussion Board](#) threads and forums, and through the **Edit Column Information** in the Grade Center.

To associate a rubric during the editing or creation process, point to **Add Rubric** and choose one of the options.

- **Select Rubric** associates a rubric that has already been created in the Rubrics area of Course Tools.
- **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
- **Create From Existing** uses a previously created rubric as a template to create a new associated rubric.

When associating a points-based rubric, the option to use the rubric's points value as the Points Possible will be available after clicking Submit on the rubric creation or selection page.

How to Manage Associated Rubrics

While editing an item with an associated rubric, you can change the rubric's options.

Under an associated rubric's name, manage associated rubrics using the icons to **Remove Rubric Association**, **View Rubric**, or **Edit Rubric**.

- **Remove Rubric Association** severs the connection to the rubric, but does not delete the rubric itself. If the rubric has already been used for grading in this assessment, removing the association will also remove those evaluations and the attempts will need to be re-graded.
- **View Rubric** opens a preview that cannot be edited, with a link to view associated items and print the rubric.
- **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric has been used for grading, it cannot be edited.

For the **Type**, rubrics can be designated as **Used for Grading** or **Used for Secondary Evaluation**. If multiple rubrics are associated, only one can be the primary grading rubric, designated as **Used for Grading**.

Show Rubric to Students offers four options for rubric visibility.

- **No** does not allow students to view the rubric at any time.
- **Yes (With Rubric Scores)** allows students to view the rubric when the item is made available, including possible point or percentage values.
- **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available, but does not include the possible point or percentage values.
- **After Grading** allows students to view the rubric only after grading on their submission is completed.

How to Import and Export Rubrics

To facilitate sharing rubrics between Blackboard Learn courses, rubrics can be exported and imported. The rubric should not be edited outside of Blackboard Learn.

1. In the **Control Panel**, click **Course Tools**.
2. Click **Rubrics**.
3. To import a rubric, click **Import Rubric** and browse for the file. Click **Submit** to upload the file.

-OR-

To export a rubric, select the check box next to the rubric's name and click **Export**. The file can then be downloaded and imported into a different course, or shared with another instructor for use in their Blackboard Learn course.

How to Grade With Rubrics

A Rubric will need to be associated to the assignment prior to grading with a rubric. Grable rubrics can be associated with [Assignments](#), [Essay](#), [File Response](#), and [Short Answer](#) Test questions, [Blogs and Journals](#), [Wikis](#), and [Discussion Board](#) threads and forums.

Access the item to be graded and click **View Rubric** to review or begin grading with the associated rubric.

In **Grid View**, click a cell to apply that point value to the grade. If a rubric with point ranges has been used, select the desired value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.

Optionally, click **List View** to switch displays, and select a radio button for each criterion to apply that point value to the grade. Optionally, select the boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.

A running **Raw Total** score will be displayed as point selections are made. Optionally, type a score in the **Change the number of points box** to override the selected score, and type overall **Feedback** to the student using the full features of the included text editor.

When grading is complete, click **Exit** to leave the rubric without saving any selections, or **Save** to save the score and feedback and return to the attempt. Click **Save and Next** to use another associated rubric for evaluation.

How to View Associated Content

A single rubric can be associated with multiple assessments. A report listing all items associated to the rubric is available from the Rubrics tool.

1. In the Control Panel, click **Course Tools**.
2. Click **Rubrics**.
3. Access the contextual menu next to the name of a rubric and click **View Associated Content**.
4. On the View All Items page, click an item name to edit the association, or click **OK** to return to the main Rubrics page. If an item has been used for grading, a [Rubric Evaluation Report](#) will be available from the item's contextual menu.

How to Run a Rubric Evaluation Report

A Rubric Evaluation Report provides a comprehensive report of statistics for an item which has been graded with a rubric. Instructors wanting to evaluate the rubric or their use of it can run the report at any point in the grading process.

1. Select a rubric and view its [associated content](#).
2. If an item has been used for grading, a contextual menu will be available next to the item's name on the View All Items page. Point to the item's contextual menu and click **Rubric Evaluation Report**.
3. On the **Run Reports** page, select a **Format**, **Start Date**, and **End Date**.
4. Click **Submit**.
5. If your school licenses content management, you may choose to **Save to Content Collection**. Otherwise, click **Download Report** to view the report, or **Run a new Report** to change format or date criteria. Click **OK** to return to the main Rubrics page.

The Rubric Evaluation Report delivers three statistics about the rubric's use in grading the item. **Average Rubric Performance** shows the average total score of all attempts scored using the rubric. **Average Rubric Criteria** shows average scores, compared against the possible points, for each criterion. **Frequency Distribution** shows the distribution of scores across each Level of Achievement.